

# DOC IMPLEMENTATION OF DC JAIL IMPROVEMENTS

#	Item	Description	Status
1	Medical care	<ul style="list-style-type: none"> <li>• Expedite triage for sick calls on non-quarantine units</li> <li>• Prioritize inmate grievances alleging delay of medical care &amp; submit to medical director</li> <li>• Enhanced documentation tracking sick/urgent care calls, symptoms, medical visit, and outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• DYRS/DOC Medical Directors met on May 4 to review all medical processes DOC residents use to access healthcare and how they are being identified for COVID testing; flow chart created to outline these processes.</li> <li>• DOC residents' complaints of medical delays are immediately provided to the DOC Medical Director for review.</li> <li>• Beginning May 18, the daily sick call process on non-quarantine and non-isolation units was enhanced to include four additional medical assistants; they collect sick call slips in the morning and submit them to the charge nurse for triage. A nurse practitioner sees all residents with sick call requests that same day.</li> <li>• Beginning May 18, sick call request forms were enhanced to include symptomatic information.</li> <li>• DOC is conducting research with vendors on the possibility of providing inmates access to sick call forms via kiosks and tablets.</li> </ul>
2	Cell restrictions for isolated and quarantine units	<ul style="list-style-type: none"> <li>• Monitor and track cell restrictions</li> </ul>	<ul style="list-style-type: none"> <li>• Standardized cell restriction forms were developed.</li> <li>• Improved practices and form implementation began April 22; forms are collected and stored electronically.</li> <li>• DYRS/DOC will continue to track and identify trends that may be used to inform any needed policy and practice improvements.</li> </ul>
3	Transfers to different units during quarantine period	<ul style="list-style-type: none"> <li>• Ensure appropriate housing surveillance and monitoring for transferred inmate</li> </ul>	<ul style="list-style-type: none"> <li>• DOC reviewed all transfers since the declaration of the public health emergency. A small number of residents were found to have transferred based on their mental health needs and at the direction of the medical team.</li> <li>• DOC revised its intake tracking system to ensure all new intakes are identified and properly monitored during their first 14 days at DOC.</li> <li>• DOC/DYRS is reviewing implementation and tracking/monitoring tools to further improve process.</li> </ul>
4	Enhanced education for staff & inmates	<ul style="list-style-type: none"> <li>• Consult with public health experts to strengthen COVID-19 education program</li> <li>• Explore supports that can be expedited to inmates and staff</li> <li>• Staff supports</li> </ul>	<ul style="list-style-type: none"> <li>• DC Health is reviewing COVID-19 education programs for DOC staff and residents.</li> <li>• Training for all DOC staff on COVID-19 prevention and management began April 23; DYRS is reviewing related materials.</li> <li>• Online training module for all DOC staff launched on April 27; topics include COVID-19; donning, doffing, and disposing of PPE; cleaning and disinfecting practices; social distancing; and use of infrared thermometers for medical screenings. Paper-based training was provided during roll call on April 29. As of May 20, 94% of staff have completed the training.</li> <li>• Online educational resources provided to DOC residents via tablets on April 28; topics include COVID-19, use of PPE, and cleaning/ disinfecting practices. Paper copies of this information were provided to all DOC residents on April 29. New paper copies with updated information are provided to all residents weekly.</li> <li>• Unity Health Care provides COVID-19 education to positive residents being released from isolation or quarantine into the community.</li> <li>• DOC is working on staff supports to boost morale and empower staff, including special service ribbon to recognize staff during the public health emergency, an attendance incentive, and recognize staff excellence via the agency's website, newsletter, and annual family day.</li> <li>• DOC is seeking a mental health services vendor for employees; agency wellness committee notifies staff of medical and physical wellness opportunities provided through DCHR.</li> </ul>

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5	Thermometer training	<ul style="list-style-type: none"> <li>Staff training on use of infrared thermometers &amp; responding to inaccurate readings</li> </ul>	<ul style="list-style-type: none"> <li>EOC provided trained medical staff to perform this function; trainings held on April 29, 30 and May 1. Medical staff conduct thermometer readings.</li> <li>Medical Reserve Corps volunteers were engaged to support efficient screening efforts. The volunteers began on April 27; up to six volunteers each day.</li> </ul>
6	Inmates in isolation	<ul style="list-style-type: none"> <li>Access to legal calls</li> <li>Daily showers</li> <li>Clean clothing &amp; linens</li> </ul>	<ul style="list-style-type: none"> <li>Mobile telephone unit provided for on-unit calls and facilitated by case management; DYRS is reviewing policy.</li> <li>Based on updated medical advice, DOC revised procedures to allow residents in isolation to shower daily; showers and refusals to take showers is tracked daily. DYRS/DOC is reviewing tracking information to identify any needed procedural improvements.</li> <li>Clean bed linens and clothes are provided weekly. Should the need arise, residents receive additional clean clothes/ linens upon request.</li> </ul>
7	Social distancing	<ul style="list-style-type: none"> <li>Address limitations in staffing levels</li> <li>Improve oversight of supervisory staff</li> <li>Consistency of social distancing enforcement</li> <li>Enhanced education on importance of social distancing</li> </ul>	<ul style="list-style-type: none"> <li>DYRS/DOC began an in-depth analysis of DOC staff unavailable for duty.</li> <li>On May 5, DOC began issuing Return to Work notices to employees who were due to return to work from COVID related leave.</li> <li>Unannounced supervisory walkthroughs began May 1 to enhance immediate supervisory support and redirection; they will be conducted at least twice per week.</li> <li>As of April 10, the PA system reminds staff and residents five times per day to maintain social distance.</li> <li>Beginning April 20, DOC increased COVID-19 informational signage throughout the facilities.</li> <li>13 new correctional officers will graduate from training on May 22.</li> <li>Correctional Officer pre-employment testing is scheduled to resume June 6.</li> <li>DOC HR is recruiting new correctional officers through social media, military bases, local/non-local unemployment offices, and employment search engines.</li> <li>Supervisors are enforcing established recreation protocol.</li> <li>DOC continues to depopulate general housing units based on the maximum number of cells available.</li> <li>On May 15, DOC met with the Mayor's Office of Veteran Affairs to discuss recruiting efforts focusing on military veterans; DOC provided position descriptions.</li> <li>On May 19, DOC was approved to purchase 1,000 tablets via WebEOC request.</li> </ul>
8	PPE guidelines & fitting	<ul style="list-style-type: none"> <li>Guidance to staff on type of PPE to use when doing different functions and at different post assignments</li> <li>Training on proper usage and disposal of PPE</li> <li>Designated receptacles for disposing of PPE</li> <li>Fit all staff assigned N95 respirators</li> </ul>	<ul style="list-style-type: none"> <li>Beginning April 20, DOC increased COVID-19 informational signage throughout the facilities; per CDC guidance, signage use both text and illustrations.</li> <li>FEMS conducted N95 fit tests and training for 40 staff on May 5; two DOC officers received "train the trainer" education.</li> <li>DOC submitted a WebEOC request for a vendor to test the additional employees and train 20 DOC staff on how to conduct the N95 fit test. Once training is done, the 22 trained DOC staff will conduct N95 fit tests for remaining DOC staff.</li> <li>To expedite the N95 fit test training, DOC is coordinating with FEMS.</li> </ul>

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9	Retain a sanitarian	<ul style="list-style-type: none"> <li>Person will oversee environmental health and safety program at CDF &amp; CTF</li> </ul>	<ul style="list-style-type: none"> <li>DYRS Sanitarian conducted two walkthroughs of DOC facilities on April 30 and May 6; provided recommendations to DOC and will continue to consult pending the hiring of a DOC Sanitarian.</li> <li>DYRS Sanitarian consulting with DC Health on previous inspections and consulting with DOC on the implementation of DC Health recommendations.</li> <li>DOC working closely with OCP to expeditiously procure a Sanitarian; vendor identified, but start date delayed due to death of vendor's spouse.</li> <li>Sanitarian contract signed on May 18.</li> <li>On May 22, DOC posted vacancy announcement on DCHR website to hire permanent Sanitarian.</li> </ul>
10	Cleaning services	<ul style="list-style-type: none"> <li>Hire professional cleaning service for non-secure side of facility until sanitarian is hired</li> <li>Provide each unit with cleaning supplies that have been sanitized</li> <li>Enforce schedule for regular cleaning of common areas and cells</li> </ul>	<ul style="list-style-type: none"> <li>Scope of work for janitorial services is being finalized between DGS and company providing cleaning services to</li> <li>DC Government; finalizing contract is high priority for DGS and OCP.</li> <li>DOC and EOM considered using DCPS janitorial staff to clean DOC facilities, but concept was not feasible.</li> <li>DOC developed a checklist for each shift to verify sufficient cleaning supplies/ equipment in each housing unit and that each housing unit has been cleaned and inspected.</li> <li>Janitorial services contractor began on May 12 to clean the secure and non-secure sides of the CDF; janitorial services contractor began on May 18 to clean the CTF.</li> <li>On May 16, DOC implemented DYRS Sanitarian's recommendations to limit the cleaning solutions to Peroxide multi-cleaner and Orange Force.</li> <li>DOC purchased microfiber cloths and is developing a policy to distribute them to residents to clean their cells.</li> </ul>
11	Common areas	<ul style="list-style-type: none"> <li>Reduce inmate congregation in close quarters in common areas</li> <li>Limit number of inmates out of their cells at same time</li> <li>Enforce social distancing standards by inmates, including assessing need for additional staff on unit-by-unit basis</li> </ul>	<ul style="list-style-type: none"> <li>During each shift roll call, staff are reminded to enforce social distancing measures.</li> <li>DOC has implemented policies to support social distancing, including allowing only five residents out on the housing unit floor at any given time.</li> <li>Beginning April 10, the PA system reminds staff and inmates five times per day to maintain social distance.</li> <li>Beginning April 20, DOC increased COVID-19 informational signage throughout the facilities.</li> </ul>
12	Legal calls	<ul style="list-style-type: none"> <li>Provide inmates with access to confidential, unmonitored legal calls</li> </ul>	<ul style="list-style-type: none"> <li>As essential DOC staff returned from COVID related leave, the agency's capacity for emergency legal calls increased.</li> <li>Beginning April 22, DOC implemented a new and improved legal call system for attorneys with urgent matters to discuss with residents.</li> <li>Legal call information is posted on DOC website. Informational fliers were posted on housing units on May 1; larger posters were posted on May 11.</li> <li>DOC will be implementing unmonitored messaging services between residents and attorneys via tablets.</li> <li>On May 8, DOC received additional tablets that will allow for resident-attorney emergency video conferencing. DOC is training staff on the new tablets and will conduct a functionality test during the week of May 25.</li> <li>Headsets arrived on May 18 for case managers on non-isolation units to be provided a cell phone and headset to make emergency legal calls for the purposes of providing private, unmonitored attorney-client communication; DOC is finalizing usage plan. Additional 50 Bluetooth headsets expected to arrive in mid-June.</li> <li>To ensure private and unmonitored legal calls in the lower tiers of the isolation unit where mobile carts are not accessible, correctional officers will provide a headset to the resident.</li> </ul>

CTF - Correctional Treatment Facility  
CDF - Central Detention Facility  
DOC - Department of Corrections

DYRS - Department of Youth Rehabilitation Services  
DGS - Department of General Services  
OCP - Office of Contracting and Procurement

PPE - Personal Protective Equipment